

QUESTIONS	ANSWERS
<p>Most of our Company's Legal Documents and Certificates are only available in Greek. Will these be acceptable if submitted with the proposal or along with the vendor registration form in Greek language, or should be accompanied by an official translation into English?</p>	<p>Company's legal documents and certifications can be provided in Greek. However the vendor registration form should be submitted in English.</p>
<p>A scanned copy of the form (without the required documentation) will be submitted (via e-mail) with our proposal to subject ITB and the original, accompanied with all required documentation (via courier) to Hungary? Is there a deadline that the package with the originals reaches Hungary?</p>	<p>Vendor's registration form is provided as interactive fillable form pdf. You may complete the form and e-mail it to grc01itb@unhcr.org including company's profile and certifications as supportive documents. Hungary's address does not apply as per (*) note, indicating that "Registration form to be returned to the relevant UNHCR Office"</p> <p>Please note that vendors which have been registered in the past do not need to re-send a vendor registration form.</p>
<p>The technical and financial proposals should be sent via separate e-mails?</p>	<p>Technical and financial offers may be included within the same e-mail. However, please note as indicated in the ITB section e) SUBMISSION OF BIDS, that the maximum size of individual e-mails sent to above mailbox is 5MB, therefore your bid may be broken into multiple e-mails. As per indication, you may break attachments in multiple e-mails (parts) indicating ITB-013-004-[NAME OF COMPANY]-[Mail part number] as subject line.</p>
<p>The technical proposal shall be accompanied by the required certifications of the manufacturer and the equipment, the technical brochures of the offered equipment as well as bidder's certifications and company profile?</p>	<p>Technical offers should be supported with:</p> <ul style="list-style-type: none"> -Certifications of the manufacturer and the equipment (if available). -Bidder's certifications and company's profile. <p>Descriptive manuals or technical brochures are not requested, if needed they can be sent to a different e-mail-part (taking into consideration the 5MB limit) and not as part of the technical offer.</p>
<p>As it is stated in Page 2, para 2.c),1) "Unit Costs" of the 4-page "ITB-013-004_IT Equipment" file, it is required the Unit Price to be included (as well) in the technical proposal. Please clarify.</p>	<p>Unit cost will only be included within the financial offer (ANNEX A).</p>

<p>please clarify the kind of material stated in Page 4 "Late Submission of Bids" of the same file: ".....Descriptive literature (catalogues, etc.) must be sent separately addressed to the attention of Inclusion of copies of your offer (financial and technical) with the literature or samples will result in disqualification of the offer".</p>	<p>Descriptive literature and samples refer to sample equipment and catalogues/brochures. Sample equipment is not requested. Descriptive catalogues or technical brochures of products are also not requested but, if needed can be sent separately and not as part of the financial or technical offer.</p>
<p>Can the UPS be of different Manufacturer?</p>	<p>UPS can be of different Manufacturer. However, within the technical offer, it should be clearly stated whether or not the product you are offering is fully conforming to the technical specifications given. Also, clearly state and disclose any discrepancies with the specifications given. Country and place of manufacture should be included.</p>
<p>Both financial and technical proposals are needed?</p>	<p>Yes. Both a financial proposal (ANNEX A) and a technical proposal should be provided for all requested equipment.</p>